

Meeting Minutes
Iowa State Interoperable Communications System Board
March 8, 2018
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

John R. Benson
HSEMD

Andy Buffington
Communications Center

Linda Frederiksen
EMS

Kelly Groskurth
Member At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Deb Krebill
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police Department

David Ness
Municipal Police Department

Denise Pavlik
Communications Center

Marty Smith
Iowa DPH

Jeff Sundholm
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Bob von Wolfradt
Office of the CIO

Larry Smith
Emergency Management

Carole Lund-Smith
ILEA

Legislative Members
Senator Jim Lykam
Senator Randy Fenestra
Representative Bob Kressig
Representative Steven Holt

Meeting called to order by Chair Tom Lampe at 10:30 a.m.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Voting Members in Attendance: Ellen Hagen, Marty Smith, Jason Leonard, Tom Lampe, Andy Buffington, Dave Ness, Jeff Sundholm, Larry Smith, Rob Rotter

Members via conference line: Patrick Updike, Bob von Wolfradt, Kelly Groskurth, Linda Frederiksen, Carole Lund-Smith, Denise Pavlik

Non-Voting in Attendance: SWIC Chris Maiers, Outreach Specialist Shawn Wagner, Ethan Vanous

Absent: Deb Krebill, Jeff Swearngin, John Benson, Mike Kasper

Guests: Crystal McIntyre, Warren County 911 Board & Supervisor; Doug McCasland, Warren County 911; Tammy Rodriguez, ICN; Robert Bokinsky, Pella PD; Rob Dehnert, WDM; Dave Lockard, DMPD; Mike Bryant, Iowa Prof. FF's; Sally Hall, Iowa County E911; Joe McCarville, Cedar Rapids PD; Jim Wittenwyler, DPS; Tom Reis, RACES; Tracey Bearden, PCEMA

Approval of Agenda – Andy Buffington made a motion to approve the agenda. Dave Ness seconded. All in favor. Motion passes.

Approval of Minutes – Larry Smith made a motion to approve meeting minutes from the February 8, 2018 meeting. Jason Leonard seconded the motion. Ellen Hagen mentioned that she really enjoyed the links that were in the minutes. All in favor. Motion passes.

SWIC Report – SWIC Chris Maiers reported on the following items:

SWIC Maiers mentioned that he received an email from the Office of Emergency Management Director, Robert “Dusty” Rhodes, in regards to the SAFECOM survey entries that were submitted near the deadline. Many of the submissions came from Iowa. Due to the recent influx of submissions, the SAFECOM survey was extended to March 12.

SWIC Maiers had the opportunity to have a meeting and ride along with the Worth County Sheriff’s Office in order to get insights on their interstate interoperability challenges. SWIC Maiers has concluded that these ride alongs are very beneficial for him to be in person to discuss issues and concerns that are out there. In the future, SWIC Maiers would like to participate in a ride along every calendar quarter.

SWIC Maiers is currently working on more outreach and meetings with county and local stakeholders.

Tracey Bearden from Polk County has offered to assist ISICSB with some of the aspects of getting individuals credentialed in COMT and help set up different communications exercise. Captain Curtis “Wally” Walser will also be helping in this venture.

The Encryption sub-committee met on March 7 at Cedar Rapids Central Fire Department. Management of keys and keeping them secure and inventory disposal were discussed. The committee-covered aspects of making sure radios are wiped before they are disposed of and how to securely transmit keys to those that need them and defining who needs them. Once the encryption committee has that set of requirements established, those requirements can be sent off to the Standards Working Group. Progress continues on getting encrypted interoperability on the Iowa Statewide Interoperability Communications System. SWIC Maiers has spoken with several states that said they will not encrypt anything on their statewide networks but are now reconsidering that decision. The overall timeline is still looking to be at 12-24 months to get standards and policies developed along with any necessary testing.

SWIC Maiers has been getting in touch with Motorola recently to get some of the latest subscriber testing documentation. One concern that was brought up to SWIC Maiers was if the testing procedures would, change based on the firmware that the system is running. Most of the documentation that SWIC Maiers has is for versions that are three or four iterations old. SWIC Maiers is currently working to get the latest documentation.

The RICs have been working on interstate interoperability and transports. The RICs have their third meeting scheduled for those discussions in March. The neighboring SWICs have been invited to the next meetings as well. The neighboring states’ SWICs are curious to see what Iowa is going to do regarding interstate interoperability.

RIC 3 and RIC 4 have new Chairs. Sergeant Corey Truckle from the Ida County Sheriff's Office will be the new RIC 3 Chair. Larry Hurst will be the new RIC 4 Chair. Luke Erpelding will be the RIC 3 Co-Vice Chair.

Chair Lampe and SWIC Maiers will be in Albuquerque, New Mexico March 19-21 for the National Governor's Association Conference. The conference will be covering interoperability efforts. Iowa's 911 Coordinator Blake DeRouchey will also be attending.

The next COMEX is slated for April 23 – 24. The exercise will cover a severe weather event that happened in 1998. A couple of command posts will be set up that are geographically diverse.

911 Council Report – Blake DeRouchey reported that the 911 council approved two trainings. One is for Union County, which is a two-day course on ethics and legal as well as officer down. The other training is for Van Buren County for a gold line-training course. In early March, the Auditor released its report on PSAP expenditure. About 25% of PSAP expenses statewide on an annual basis come from 911 surcharges. That means the rest comes from local sheriff's fund and local general funds. The audit report pointed out that there was no misspending of 911 funds. The audit also suggested that local PSAPs should maintain their data a little better when reporting their expenses. Efforts will be made in the future to improve data accuracy.

It was discussed at the 911 meeting that certain hospitals fall under what is called a "political subdivision". The reason that is important is that they can earn a vote on the local 911-service board. If they are deemed a political subdivision, it has been discussed that those hospitals should be able to vote at the local 911 service board. Contact Blake if you would like to discuss this further.

SWIC Maiers asked Mr. DeRouchey if in the event a county has multiple hospitals, would each hospital get a seat on each 911-service board or would they elect a single representative to represent them all. Blake mentioned that it falls under how the hospital was organized. If the hospital is organized under Iowa Code 347, which give them their stand-alone taxing authority and gives a vote on a general election ballot, that hospital would be considered a stand-alone political entity. There are approximately 25 hospitals considered a stand-alone political entity in Iowa. There was a motion on the table at the 911 meeting regarding this but was tabled until next meeting due to the lack of a second.

Larry Smith mentioned that a year ago there was some discussion regarding unobligated funds at local 911 boards and was wondering if that was still a topic in 2018. Blake stated that that discussion relates to the Department of Management budget forms that are submitted to Blake's office. Blake told Larry Smith that he would have to get back to him in regards to his question. Blake did not have all the information and answer at this time.

User Group Committee – Chair Andy Buffington reported that the User Group Committee (UGC) continues to work. As SWIC Maiers reported, the RICs are starting to gain membership. There will be four new user applications that the UGC has recommended approval voted on later in the meeting. During the UGC meeting, there was discussion regarding the want of certain areas of the State to have a metro-area interoperable talkgroup rather than just using the regional or statewide interoperable talkgroup. At this point, those areas that wish to have a metro-area talkgroup, the UGC will continue to review them as there are submitted.

The UGC discussed on some way amending applications for ISICS access. Some agencies initially only wanted access to the interoperable statewide and regional talkgroups, but may come back to the UGC to expand and use ISICS for operability as well. Right now, the UGC is having those agencies go back through the application process and resubmit their documents and supporting documents. The UGC is in preliminary talks to streamline this.

Finance Report – Chair Kelly Groskurth reported that the annual appropriation fund has a balance of \$202,659.00. In fiscal year 2018, ISICSB has spent \$77,772.00 thus far. The fiscal year 2019 budget will include \$115,661.00. Regarding SLIGP funds in February, ISICSB spent \$34,428.00. The SLIGP 2.0 grant has been appropriated for ISICSB in the amount of \$229,030 from the federal side and \$57,258 from the state through December totaling \$286,288. After December, the full amount of re-appropriation becomes \$763,435, which the feds pay 80% and the state pays 20%. This new SLIGP 2.0 grant is to help continue the FirstNet initiative in Iowa. The SLIGP grants funds half of the salary for SWIC Maiers, all of Outreach Specialist Shawn Wagner’s salary, all of Ethan Vanous’ salary along with any materials that are needed to conduct outreach.

Chair Lampe introduced Jim Wittenwyler, the new Administrative Services Director in charge of the DPS Finance Department. Jim came from the Department of Corrections and worked in Inspection and Appeals. Jim clarified that the \$115,661.00 has not been finalized and is currently just the Governor’s recommendation. Legislation will stay have to approve that amount.

Governance Committee – Dave Ness mentioned that the Governance Committee did not meet in February.

Operations Committee – Chair Deb Krebill was not able to make the Board Meeting but gave SWIC Maiers her report via email. Per Chair Krebill’s report, the letter to all the PSAPs was sent out in February along with a short survey. The questions included:

1. Does your PSAP provide radio dispatching of police, fire and/or EMS? if so, does your PSAP or communication center have access to the ISICS platform?
2. How does your PSAP or communications center access the ISICS platform if you already do have access?

The comments, answers and questions to the questions mentioned will be recorded and categorized. PSAPs that need assistance in connectivity will be identified, and those responses will be shared at the April ISICSB Board Meeting. The Operations Committee also discussed a question proposed from the UGC in regards to the possible sunset of LEA and if the Operations Committee has any ideas on replacements for users of conventional VHF.

Outreach Committee – Chair Ellen Hagen mentioned that the Outreach Committee continues to pass along information received to stakeholders. Chair Lampe mentioned that Ethan Vanous does an excellent job on keeping everyone informed on FirstNet and ISICS news on social media along with the ISICSB website and newsletter.

FirstNet Outreach Specialist Report – FirstNet Outreach Specialist Shawn Wagner reported that with SLIGP 2.0 going into effect, Shawn is working with NTIA and the grant directors to make sure the outreach team is tracking what they do in coordination with what SLIGP 2.0 allows. Shawn is working with FirstNet and NTIA grant director as well as AT&T to make sure everyone is on the same page. The SLIGP 2.0 language is quite nebulous. Shawn

has submitted a two-page document outlining the next 12 months as far as what the outreach team intends to do, to see and make sure signoff is done correctly. There is verbiage in SLIGP 2.0 saying outreach can be done as directed by FirstNet.

Shawn will attend and present at APCO/NENA conference on March 19 and 20.

The first technology transition meeting has happened. A few members from RIC 2 who wanted to stimulate conversations on how we are talking about technology between county IT departments, PSAPs and all the players in public safety in IT. In the first meeting, discussions were held on case studies that could be shared with other counties and cities whether it'd be applications being used or looking at for public safety or data sharing.

The evolution of the process for joining ISICS is constant. The outreach team will be putting out a code update on the ISICS join website. Shawn is also reviewing on how everyone connects and joins on the ISICS join site.

Chair Lampe inquired about the next outreach event. Mr. Wagner clarified that before the next outreach event is held, he is submitting all documentation to NTIA and FirstNet to make sure the outreach team is in line with SLIGP 2.0. The outreach team would like to get another outreach event scheduled for April in Region 4 Council Bluffs. The question on why the specific locations for the outreach events were chosen keeps being brought up. Shawn mentions that the outreach team worked with FirstNet/AT&T along with Motorola/ISICS in finding the best spot where there was network capabilities to demonstrate both systems. These locations for the outreach events were chosen by both vendors, AT&T/FirstNet and Motorola/ISICS, to make sure solid testing could be done.

Chair Buffington added that some issues that need to be addressed include emergency management's role in representing governmental bodies in counties. This would include some implied consent on what ISICSB can and will allow. The goal is to prevent the process from being too onerous.

Training/Exercise Committee – Chair Denise Pavlik reported that the Training Committee changed their meetings to every fourth Wednesday instead of every third Wednesday. The Training Committee met via conference on February 28. Discussion was had on a previous training called Gateway Train the Trainer held in January. There were supposed to be three sessions across the entire state, but there was not enough attendance in the eastern portion. As a result the class in eastern Iowa had to be canceled. A COMT class was held as well which went well. On April 23-24, a COMEX will take place. Contact SWIC Maiers or Chair Pavlik if you would like to be a participant in the COMEX. Tracey Bearden is looking to get COMT's venues in order for them to get their task books signed off in order to be credentialed in Iowa.

The Training Committee also discussed a COML train the trainer class. A request was put in to the Office of Emergency Communications for assistance in this. Jim Lundsted mentioned that doing a regional train the trainer could be beneficial, especially if the training was held in Iowa. The reason being is that if the surrounding states did not fill their participant seats, Iowa would have the opportunity to add more Iowa participants first.

The Training Committee also discussed the end user training standard that was given back to the Training Committee from Governance. This standard was tabled until the next Committee meeting. It was also discussed from this standard on how the training will be rolled out, who

will create the curriculum, how is it going to be implemented and how is it going to be maintained. The Training Committee came to the conclusion that they would need to talk with Chair Lampe to get someone to assist the Training Committee on answering those questions. When Chair Pavlik spoke with Chair Lampe, Chair Lampe had already developed a proposal for consultation and training services that was given to DAS. That proposal is to help develop a training curriculum and then assist rolling out the training and implementation. Since this proposal went to DAS, an RFP will have to be issued in which Chair Lampe asked the Training Committee to be on the selection process once the bidding is complete.

SWIC Maiers stated that he is looking to test some national weather service talkgroups or at least the concept of national weather service talkgroups at the COMEX event.

Technology Committee – Chair Patrick Updike reported that the Technology Committee met on February 22 and March 6. The Technology Committee is still working on the subscriber unit test procedures, which is one of the main priorities and is currently still in the information gathering stage.

The 800 MHz scene of action channels license was somewhat denied. Frequencies were issued in the 808 MHz region instead of 853 MHz region. It is looking like Chair Updike will have to go through another licensing stage to get the correct frequency region for the license unless the current license can be amended. To amend, the 800 MHz RCP plans would have to be revisited. The big issue seems to be that ISICSB does not have anything in the 800 MHz RCP plan for the State of Iowa that would allow the use of those frequencies.

The 700 MHz air to ground channels were also discussed at the Technology Committee Meetings. Information gathering is still ongoing. Chair Updike would like to bring this issue to the ISICSB at the April Board Meeting.

The last subject discussed by the Technology Committee is the programming guide. The Committee would like to see this guide be populated. Chair Updike reached out to Motorola on the next steps of getting that information imported into the programming guide document. The Technology Committee would like to keep the ICS-217A form and the programming guide separate from one another. The reason being is the confidentiality issues.

Larry Smith asked Chair Updike on how soon the information regarding the programming guide process and approved radio listing would be available. Chair Updike understands the problem exists concerning agencies wanting to purchase radios. The Technology Committee would like to work on this issue as quickly as possible. SWIC Maiers added that the end goal is help agencies get information they need to ensure that devices they purchase will work on ISICS.

Other Reports – Marty Smith reported that the Iowa Department of Public Health (IDPH) is going to be doing a full-scale mass casualty exercise on June 23 at the ABATE Freedom Park in Algona, Iowa. IDPH will be working with Kossuth County EMA. The region 2 emergency managers are participating as well. It will be a large exercise with many response teams attending and participating. Marty would like support from an STR trailer as well and will be filling out the proper form to secure one of the trailers. SWIC Maiers asked Marty if COMT or COML candidates would have the opportunity to get their task books filled out. Marty mentioned that he believes it would be perfectly acceptable if there was a candidate looking to get their work book filled out.

Chair Tom Lampe mentioned that he presented at the Iowa Communications Alliance annual conference along with AT&T regarding the FirstNet initiative in Iowa. Chair Lampe asked the ISICSB if meeting on the second Thursday of every month still work for the members. The members agreed that the second Thursday was still working to have the ISICSB Board Meeting.

Motorola/ISICS Project Manager Melvin Mercado gave the ISICS project update over the phone. Melvin mentioned that last ISICSB Board Meeting he indicated that almost every site in the system was either done or in the process of being built. The three Iowa Public Television (IPTV) sites and five lease sites are still pending. As far as the IPTV, the issues have been resolved. All IPTV sites have been visited to perform a loading analysis and visual inspection. The architecture and engineering partners has determined that only one of the three IPTV towers has to be reinforced. In addition, there were two sites still in regulatory with one of those sites possibly moving due to tribal issues. Hopefully, by next Board Meeting that site will fall out of regulatory with another site being chosen to replace it. With that said, one site will remain in regulatory with no reason why this site should fail out. With the IPTV sites starting soon, so are the lease sites. With all of the lease sites, only one site requires tower reinforcement. Other than that, the ISICS buildout continues. Melvin will be bringing coverage testing equipment to the April Board Meeting to show what it looks like along with how it functions.

Chair Lampe asked Mr. Mercado how many sites are in site trunking. Melvin mentioned that about 20 sites are in or are ready for site trunking. The biggest headache thus far has been getting power to the tower sites. SWIC Maiers asked Mr. Mercado which site was still in regulatory and likely to pass and to explain wide area trunking. Melvin explained that some new sites will be in wide area trunking which means that those sites will be connected to the core.

Kyle Spies of AT&T FirstNet State of Iowa Outreach & Consultation gave the first AT&T / FirstNet update. Kyle's role is outreach and consultation in the State of Iowa to assist with any FirstNet discussion, signing on, getting subscribers etc. Six key facts that makes FirstNet different is that FirstNet has a highly reliable network coverage, priority/preemption, trusted security and resiliency, public safety apps, dedicated support and affordable plans with advanced features. This network will cover 99% of the population once it is built out, which includes a 98% geography number in Iowa. The new FirstNet Core is designed to public safety specifications, built on physically separate hardware, encrypted from end-to-end, monitored 24/7/365, architected for superior reliability and availability and heightened capabilities. The FirstNet core is the brains behind the cellular network. The reason why AT&T/FirstNet wants a new core is that the current core is designed just like every other wireless core to be a consumer network. This will be an advanced core to support public safety traffic. This core will be coming out in the next few weeks. Larry Smith asked Kyle if AT&T phones can only communicate to AT&T phones in congested areas. Kyle said that these phones, AT&T/FirstNet phones, can talk to anyone with priority and preemption. Kyle can only guarantee that FirstNet devices will work in congested areas and not the person receiving the call or text who is not on AT&T/FirstNet. For priority and preemption to work, an individual or agency must have a FirstNet device. Priority and preemption does not just include calls but also includes data transfers. Larry Smith asked if the PSAPs in Iowa will need any specialized equipment to communicate with FirstNet devices. Kyle was not sure if the PSAPs will need anything that is different from what they have. The PSAPs have the ability to be a primary user on FirstNet, which would give those PSAPs FirstNet devices.

Primary users of FirstNet include Police, Fire, EMS, PSAP and Emergency Management. Extended primary users include hospitals, utilities, transportation and more. Individual paid users include primary users that personally pay for service. The FirstNet Mobile – Unlimited Plans do not place any limit on data usage. They are truly unlimited plans with no throttling.

Get a more detailed look on Kyle Spies's update along with questions and answers. The update also includes a slide show: <https://www.youtube.com/watch?v=OOcDxvMk7Cc>

Terry McClanahan of the Standards Working Group has not met since the second ISICS Standards Workshop in the first part of February. However, the third ISICS Standards Workshop is planned and will be taking place on March 27 at DPS Headquarters. There will be ten to twelve standards discussed at the workshop. The ISICSB website has all the different ISICS standards that have been approved by ISICSB:

<https://isicb.iowa.gov/resources/policies/isics-standards>

The Standards Working Group would like to pick up the pace concerning getting these standard finished by possibly have two workshops per month.

Old Business – UGC Chair Buffington makes a motion to amend the former approved application from Chickasaw County EMA to Chickasaw County 911 Service Board. Dave Ness seconds Chair Buffington's motion. All in favor. Motion passes.

New Business – UGC Chair Buffington makes a motion to approve 10th District Reserve Law Enforcement, Buena Vista County EMA, Iowa Department of Transportation (DOT) and Jewell Fire Rescue for access to ISICS. All agencies are level one users with the exception of the DOT which will be a level four user. Ellen Hagen seconds Chair Buffington's motion. All in favor with Jeff Sundholm abstaining from Iowa DOT vote. Motion Passes.

Public Comments – None

Motion to Adjourn: Linda Frederickson made motion to adjourn. Meeting adjourned at 12:04 p.m.

YouTube link for November ISICSB Board Meeting:
<https://www.youtube.com/watch?v=70fQlpVdWkl>